

## **TRANSITION SERVICE**

Transition Service offers assistance with time limited, non-recurring set-up expenses for individuals who have been offered and approved for an EDA Waiver opportunity and are transitioning from a nursing facility to his/her own living arrangement. Allowable expenses are those necessary to enable the individual to establish a basic household. These services must be identified in the individual's approved plan of care (POC).

When the individual requires services that exceed the lifetime maximum limit allowed, the support coordinator identifies and refers the individual and/or personal representative to other resources through the Aging and Disabled Resource Center (ADRC), Council on Aging (COA), Governor's Office of Elderly Affairs (GOEA), or other community and natural supports, etc.

For the purpose of this policy, when referring to "individuals", this includes "personal representatives and/or family members", when applicable and appropriate.

### **DESCRIPTION OF SERVICES**

Transition Services include the following:

- Security deposits that are required to obtain a lease on an apartment or house;
- Specific set-up fees or deposits for;
  - Telephone;
  - Electric;
  - Gas; and
  - Water
- Essential furnishings to establish basic living arrangements;
  - Living Room – sofa/love seat, chair, coffee table, end table, and recliner;
  - Dining Room – dining table and chairs;
  - Bedroom – bedroom set, mattress/box spring, bed frame, chest of drawers, nightstand, comforter, sheets, pillows, lamp, and telephone
  - Kitchen – refrigerator; stove, cook top, dishwasher, convection oven, dishes/plates, glassware, cutlery/flatware, microwave, coffee maker, toaster, crock pot, indoor grill, pots/pans, drain board, storage containers, blender, can opener, food processor, mixer, and dishcloths, towels, potholders;
  - Bathroom – towels, hamper, shower curtain, and bath mat;
  - Miscellaneous - window coverings, window blinds, curtain rod, washer, dryer, vacuum cleaner, air conditioner, fan, broom, mop, bucket, iron, and ironing board; and
  - Moving Expenses – moving company and cleaners (prior to move; one time expense)

- Health and Welfare Assurances – pest control/eradication, fire extinguisher, smoke detector, and first aid supplies/kit

**SERVICE EXCLUSION**

Transition Services do not include the following:

- monthly rental;
- mortgage expenses;
- food;
- monthly utility charges; and
- household appliances and/or items intended for purely diversional/ recreational purposes (i.e. television, stereo, etc.)

These services do not constitute room and board. These services may not be used to pay for furnishing or to set-up living arrangements that are owned or leased by a waiver provider.

**SERVICE LIMITATIONS**

- A \$1,500 lifetime maximum limit per individual.
- These services are available to individuals who are transitioning from a nursing facility to their own private residence where the individual is directly responsible for his/her own living expenses. When the individual transitions to a home/apartment that is inhabited with another person, services will only be available for items that are to be used exclusively by the individual.
- Reimbursement for Transition Services shall require prior authorization (PA).

**PROCEDURE**

- It is the responsibility of the SC to include identified transition service(s) in the POC.
- Transition services must be in place prior to the individual transitioning.
- Those items that are not immediately essential to the individual's transition from the nursing home should be obtained after transition has occurred.

The support coordinator (SC) shall:

- Include the transition service expenses in the "Service Needs" section and on the

budget sheet of the POC.

- Complete the Transition Service Expenses Planning and Approval (TSEPA) form with input from the individual.
- Submit the completed TSEPA form to the OAAS R.O. along with the POC packet for pre-approval. Purchases cannot be made until the TSEPA has been pre-approved.

The OAAS R.O. shall:

- Fax the pre-approved TSEPA form along with the completed form Pre-142 to the SC.
- Utilize the pre-approved TSEPA form to ensure that only the item(s)/service(s) listed are reimbursed to the designated purchaser. The designated purchaser shall be the SC agency.

The SC shall be responsible for:

- Assisting the individual to obtain items identified on the pre-approved TSEPA form.
- Verifying that the items purchased are listed on the TSEPA form.
- Collecting and submitting original receipts to OAAS R.O. for verification.
- Submit a revised POC budget sheet to OAAS R.O. reflecting the actual cost, if there are any discrepancies between the estimated and actual TSEPA costs. OAAS R.O. shall review for final approval.

**NOTE: Any items not listed on the original approved TSEPA form shall not be reimbursed.**

- On the day of discharge from the NF, the SC shall conduct a face-to-face visit to verify the purchased items with the individual and document the findings.

#### **PRIOR AUTHORIZATION and REIMBURSEMENT**

- Payment shall not be authorized until the OAAS R.O. gives final POC approval upon receipt of the 18-W.
- OAAS R.O. shall give final approval and fax the approved TSEPA form to the data management contractor for release of PA.
- The data management contractor shall set up a transition service expense record in the database for each individual.

- Once SC agency is notified of the release of PA, the SC agency can bill the Medicaid fiscal intermediary contractor for this service.
- Billing for transition services must be completed within sixty (60) calendar days after individual's actual move date in order for the reimbursement to be paid.
- OAAS R.O. shall maintain documentation, including each individual's TSEPA form with original receipts and copies of cancelled checks, as record of payment to the designated purchaser(s). This documentation is for accounting and monitoring purposes.

**NOTE: If the individual is not approved for EDA Waiver services and/or does not transition, but transition service items were purchased, OAAS R.O. should notify OAAS S.O., to allow for possible reimbursement.**

- In the event that additional needs are identified after the original TSEPA request was approved, the SC must submit a new TSEPA form within ninety (90) calendar days after the individual's actual move date. The same procedure outlined above shall be followed for any additional needs.